

S-E-C-R-E-T

6 May 1964

SPECIAL RELATIONSHIP OF THE  
DDI COLLECTION GUIDANCE STAFF  
TO THE DDS&T\*

Mission

The Collection Guidance Staff will be the central registry of all requirements for the collection of intelligence information (as distinct from tasking or programming) and will assist analysts as requested in preparing and levying requirements on collection media, and collectors in clarifying requirements from analysts. In carrying out this mission the Collection Guidance Staff will not interfere with direct analyst-collector contacts on technical matters.

Functions

1. CGS will maintain the central registry of all requirements including those served on Agency collection offices. It will also serve as a repository for other tasking requests for program requirements placed by Agency components on collectors which might affect current collection priorities.
2. CGS will be responsible for processing (as distinct from tasking or programming) Agency requirements on collection media of other agencies and departments. It will review all such requirements to insure that undesirable duplication does not exist, and where such duplication is found, will take appropriate steps to unify the particular requirement.
3. As requested CGS will provide staff support to analytical elements on requirement matters.
4. CGS will provide Agency representation at NMCC and State Operations Center, and will insure coordination in this context with DD/P and other Agency components.
5. CGS will maintain an operations center to support the DDI with salient intelligence on situations of concern to the Agency and related U.S. military operational deployment plans and intentions.

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\*This Annex to the DDCI's directive of 30 October 1963, Relationships between DDI and DDS&T, supplements the role of CGS in the DDI as set forth in DDI Notice N 1-130-20, dated 6 May 1964: The Collection Guidance Staff of the DDI.

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DD/I NOTICE  
No. 1-130-20

DD/I N 1-130-20  
6 May 1964

THE COLLECTION GUIDANCE STAFF  
OF THE DD/I\*

Mission: The Collection Guidance Staff (CGS) is the central mechanism for coordinating all-source information requirements and levying them on collectors in support of the DD/I's mission to correlate and evaluate intelligence relating to the national security.

Functions:

1. CGS will collaborate with DD/I production analysts in identifying information gaps and translating these identifications into substantive all-source collection guidance, acting on request for DD/S&T as well.\*\*
2. CGS will be the channel for processing and passing to collectors all requirements related to national intelligence production, assigning proper priorities, eliminating duplication and avoiding competition for collection resources among production offices.
3. CGS will review progress in collection for DD/I substantive needs and assess the effectiveness of collection systems.
4. CGS will maintain the Agency's central registry for recording and retrieving all requirements for substantive information and other tasking requests or program requirements placed by Agency components on collectors which might affect collection priorities.
5. CGS will provide staff support for the DD/I, and on request for other components, in developing and coordinating

\*This statement of the mission and functions of the Collection Guidance Staff in the Directorate of Intelligence is an extension of portions of DDI N 1-130-16 (10 June 1963), and specifically supersedes para 2 thereof.

\*\*Special relationship of CGS to DDS&T is set forth in an annex (dated 6 May 1964) to DDCI's directive of 30 Oct. 1963: Relationships between DDI and DDS&T.

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DD/I N 1-130-20

Agency positions on collection problems, and will appear at USIE and other interdepartmental committees where collection guidance is to be discussed.

G. CGS will maintain an Operations Center to support the DCI with salient intelligence and U.S. operational intentions and capabilities with regard to situations of concern to the Agency. To this end, CGS will maintain Agency representation at NMCC and the State Operations Center and will insure coordination on this role with DD/P and other Agency components.



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